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27 APR 1966

MEMORANDUM FOR: See Distribution**SUBJECT :** Third Quarterly Presentation of Contract Status

1. It is requested that you be prepared to present the status of each contract over which you have technical monitorship and responsibility, on 18 May 1966. This preparation should include the capability to brief General Ledford on not only the status of funding but also the status of any milestones, major changes in being, or contemplated prior to the end of this fiscal year.

2. A summary paper on each contract should be presented to the Programs Staff prior to close of business 11 May 1966. The Programs Staff will chair the Third Quarter presentation. You will be in attendance to answer pertinent questions that may arise in your area of interest.

3. Specific items of interest are:

- a. Present fund allocation
- b. Forecast FY 66 expenditure
- c. Contractor's forecast FY 66 expenditure
- d. Major accomplishments
- e. Major changes, additions or deletions during the year
- f. Reasons for variance from original funding allocation
- g. Items that are of interest and have an effect on your contracts
- h. Operational decisions that affect your contract status.

Chief, Programs Staff
(Special Activities)

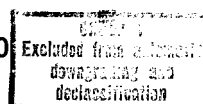
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Page 2

25X1

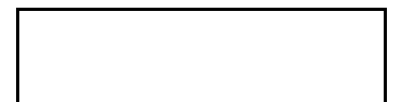
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